

StateProcurement



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Attorney General Contract Drafting Manual

The updated Attorney General Contract Drafting Manual that is available on the AG website at this link: <http://www.ag.nd.gov/Manuals/Manuals.htm>

This update reflects statutory changes from the Legislative Session. It also addresses issues concerning Applicable Law and Venue as well as Architect and Engineering contracts. More changes may be published in the future. We will keep you posted.

New Cooperative Contracts

North Dakota has a cooperative contract law N.D.C.C. section 54-44.4-13 that allows the Office of Management and Budget, State Procurement Office to participate in cooperative purchasing with other states. The National Association of State Procurement Officials (NASPO) and Western States Contracting Alliance (WSCA) are nonprofit organizations established by state entities. These groups develop contracts that are made available to states and political subdivisions.

State Term Contract — 373 — Auto Parts

North Dakota is now participating in the WSCA multi-state auto parts contract with the Western States Contracting Alliance (WSCA). The cooperative Auto Parts Contract established by the State of California for the purchase of Light Duty Auto Parts for state agencies and political subdivisions. NAPA Auto Parts and O'Reilly Auto Parts are the auto parts contractors.

To participate in the Auto Parts Contract, visit <https://secure.apps.state.nd.us/csd/spo/services/bidder/listCurrentContracts.htm> and view Contract 373 "Auto Parts."

State Term Contract – 488 – Telephone Based Interpretive Services

State Procurement and ITD have joined a cooperative contract with WSCA to provide Telephone Based Interpretive Services. The contractor, CTS Language Link, has experience with state agencies, law enforcement and schools, and is familiar with a variety of governmental needs. ITD will manage the account set up and billing for state agencies and Higher Ed.

For ITD account set up information and tips, visit: <http://www.nd.gov/itd/services/interpretation-services>.

Complete contract provisions for TC 488 are on the State Procurement website at: <https://secure.apps.state.nd.us/csd/spo/services/bidder/listCurrentContracts.htm> and view Contract 488 "Telephone Base Interpretive Services".

State Term Contract—291— Automated External Defibrillators (AEDs)

North Dakota is now participating in a NASPO multi-state contract for purchasing Automated External Defibrillators (AEDs). This contract will be effective from September 1, 2011, through March 31, 2017. It replaced the expired AED contract that was in place from 2008 through 2011. The new Automated External Defibrillator (AED) contract was executed by the State of Oklahoma. This cooperative contract is available to State Agencies and local government entities in North Dakota.

For more information, go to <https://secure.apps.state.nd.us/csd/spo/services/bidder/listCurrentContracts.htm>, and click "View" next to State Term Contract 291 ("AED") in the list.

quickLINKS

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State Term Contract— 407— Lodging—WSCA Nationwide and Regional Lodging Cooperative Lodging Program Offers Discounts to Government Employees

The WSCA has a nationwide lodging program that contains a searchable database of over 10,000 qualified lodging facilities that will honor at or below GSA Per-Diem Rates for State and Political Subdivision employees traveling on official business. Created by the State of Oregon, the program is available to all 50 states and their political subdivisions. North Dakota state employees and employees of North Dakota political subdivisions may use the WSCA Lodging website to book hotel rooms for work-related travel. When traveling in-state, North Dakota state employees must request the current state rate, which is 90% of the GSA rate, when making lodging reservations.

The WSCA Lodging program was created because few hotels honor GSA Per Diem rates for state travelers and because many states don't have the ability to collect hotel spend. The program allows the parent chain (brand) of hotels to create a monthly report of the entire hotel spend generated. The program's database also keeps track of search history. By tracking spend and hotel searches, the program will serve as a tool to achieve future savings.

Be sure to check the program's database each time you travel. The number of qualified individual hotels will continue to grow as new lodging properties are added. As you search for a hotel for work-related travel, you'll see a green \$ in the database for properties that offer rooms below GSA Per Diem rates. If the property exceeds the environmental benchmarks established by the travel sourcing team, you'll see a green leaf in the database. A green star and key also appear if the property doesn't have any blackout dates or last-room availability.

For more information, visit www.wscalodging.org today! You are also welcome to contact Christy Smith in the Office of Management and Budget, State Procurement Office, at 701.328.4912 or via e-mail at csmith@nd.gov.

What is the 1122 Program?

Through the 1122 program, state and local governments may purchase new equipment suitable for **counter-drug, homeland security, and emergency response** missions through Department of Defense and General Services Administration (GSA) contracts. Christy Smith, Procurement Officer, was designated as the **State Point of Contact** (SPOC) by Governor Dalrymple to administer the program in North Dakota. Christy can assist you with:

- Determining if the purchase is valid for the 1122 program (i.e., the items will be used for counter-drug, homeland security, or emergency response activities).
- Checking for cost-effective alternatives through:
 - Existing state term contracts
 - State Surplus Property
 - Eligible federal sources of supply
 - Original equipment manufacturers
- Verifying that agency funds are available before the order is placed.

If your agency would like to look into making a purchase through the 1122 program, please contact Christy at csmith@nd.gov or 701.328.4912.



Help us Welcome Tosha Werner!

Tosha joined OMB – Central Services on August 22nd as an Administrative Assistant III. She joined us from the private sector where she worked as an office manager for nearly fifteen years. Her background consists of working in small business environments operating as the lead contact for both staff and customers. In her spare time, Tosha enjoys spending time with her husband of 10 years and 2 small children. She and her family enjoy weekend visits to the park, zoo, and family dinners. Tosha is really looking forward to working with everyone.

2012 Training Schedule—Coming Soon!

The State Procurement Office is updating the Procurement Officer Certification Training program.